INSTRUCTIONS FOR THE COMPLETION OF SMC-7A, MONTHLY REPORT OF CLASS I SALES

NOTE: REPORTS ARE DUE TO THE OFFICES OF SMC BY THE 7TH OF EACH MONTH.

1. **Licensee:** Enter the name of the processor.

2. **License #:** Enter the license number assigned to the processor.

3. **Market:** Enter the appropriate market where the sales occurred; eastern, western, or southwestern.

4. **Month/Year:** Enter the report month and year.

5. **Homo (List Type):** Enter the sales of HVD products by container size. Specify the butterfat test on the line above "B.F. Test". Conversion factors do not appear on the form due to the various butterfat test of products. To obtain the proper conversion factor for each container size, please refer to the SMC Conversion Factor chart. Multiply the appropriate units by the conversion factor for the container and enter the result in the "Product Pounds" column. Next multiply the product pounds by the butterfat test for the HVD products. Enter the result in the "Fat Pounds" column.

6. **Lowfat:** Enter the sales of 2% or 1% milk products by container size. Specify the butterfat test on the line above "B. F. Test". Find the correct conversion factor for each container on the SMC Conversion Factor chart. Multiply the appropriate units by the conversion factor for the container and enter the result in the "Product Pounds" column. Next multiply the product pounds by the butterfat test for the HVD products. Enter the result in the "Fat Pounds" column.

7. **Lowfat:** Enter the sales of 2% or 1% milk products by container size. Specify the butterfat test on the line above "B. F. Test". Find the correct conversion factor for each container on the SMC Conversion Factor chart. Multiply the appropriate units by the conversion factor for the container and enter the result in the "Product Pounds" column. Next multiply the product pounds by the butterfat test for the HVD products. Enter the result in the "Fat Pounds" column.

8. **Buttermilk >1%:** Enter the sales of buttermilk products with a butterfat test of 1% or more by container size. Enter the butterfat test on the line above "B. F. Test". Find the correct conversion factor for each container on the SMC Conversion Factor chart. Multiply the appropriate units by the conversion factor for the container and enter the result in the "Product Pounds" column. Next multiply the product pounds by the butterfat test for the HVD products. Enter the result in the "Fat Pounds" column.

9. **Buttermilk <1%:** Enter the sales of buttermilk products with a butterfat test of less than 1% by container size. Enter the butterfat test on the line above "B. F. Test". Find the correct conversion factor for each container on the SMC Conversion Factor chart. Multiply the appropriate units by the conversion factor for the container and enter the result in the "Product Pounds" column. Next multiply the product pounds by the butterfat test for the HVD products. Enter the result in the "Fat Pounds" column.

10. **Skim:** Enter the sales of skim milk products by container size. Enter the butterfat test on the line above "B. F. Test". Find the correct conversion factor for each container on the SMC Conversion Factor chart. Multiply the appropriate units by the conversion factor for the container and enter the result in the "Product Pounds" column. Next multiply the product pounds by the butterfat test for the HVD products. Enter the result in the "Fat Pounds" column. There are two separate areas for entering skim milk products. This is because some processors have two different butterfat tests for their skim milk sales.

11. **Chocolate Milk:** Enter the sales of regular chocolate milk products. Enter the butterfat test on the line above "B. F. Test". Find the correct conversion factor for each container on the SMC Conversion Factor chart. Multiply the appropriate units by the conversion factor for the container and enter the result in the "Product Pounds" column. Next multiply the product pounds by the butterfat test for the HVD products. Enter the result in the "Fat Pounds" column.

12. **<u>Chocolate Milk Lowfat or Drink:</u>** Enter the sales of lowfat chocolate milk products. Enter the butterfat test on the line above "B. F. Test". Find the correct conversion factor for each container on the SMC Conversion Factor chart. Multiply the appropriate units by the conversion factor for the container and enter the result in the "Product Pounds" column. Next multiply the product pounds by the butterfat test for the HVD products. Enter the result in the "Fat Pounds" column.

13. Use the blank areas for any products not listed above. Follow the same procedures.